

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation Copying and Scanning to CD-ROM

as requisitioned from the U.S. Government Printing Office (GPO) by the

U.S. Department of Interior
BLM
Boise, ID

Single Award

The term of this contract is for the period

beginning Date of Award and ending May 31, 2005

RESTRICTED PRODUCTION AREA: It is REQUIRED that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within 5 miles of Boise, Idaho.

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on June 10, 2004.

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 2046-S" on the out side of the envelope.

The following web address will allow you to print a copy of the 910 form, which is normally found in the back of the specifications. <http://www.access.gpo.gov/procurement/bids910.pdf>

The following web address will allow you to print a copy of the current pricing abstract, which is normally found in the back of the specifications. <http://winapps.access.gpo.gov/ppd/abstracts/seattle/default.asp> Scroll down and click on 2046-S. The spread sheet will be in a PDF format.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

For information of a technical nature call Ken Foster, kfoster@gpo.gov, phone exten. #17, or, other questions should be directed to the contract administrator, Lautretz Moore, lmoores@gpo.gov, phone exten #13, Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)). http://www.access.gpo.gov/procurement/ctterms/ct_title.html; <http://www.access.gpo.gov/procurement/qatap/qatap.pdf> The above links will enable viewing of the most current versions of the aforementioned documents.

SUBCONTRACTING: **Subcontracting is not permitted** in part or whole in any aspect for the production of work placed against this contract.

SECURITY: **The contractor must have a security controlled storage area to store all Government furnished legal documents and copies. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and waste, etc., must be destroyed.**

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement. This agreement must be signed by the vendor before documents or items will be released by this office for duplication.

1. Documents and/or items received by the vendor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being copied, they will be securely stored in a location which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized.
3. All documents and/or items received by the vendor must be returned to the ordering agency or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during duplication.
4. All waste paper created during duplication of the documents and/or items must be surrendered to the ordering agency for destruction at the time the originals are returned, when requested.
5. All employees of the successful vendor that will be involved in any phase of this contract must be able to prove United States of America Citizenship.

Third-party couriers will not be permitted. The contractors must pick-up and deliver the finished product without the aid of outside courier service(s).

Business Hours Requirements: **Due to the nature and timeliness of work placed on this contract, the successful vendor must be able to accept, produce and deliver work 7 days a week (Sunday through Saturday) and 24 hours a day.**

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Production Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy

PREAWARD TEST: The Contracting Officer, at his option, may require the prospective contractor to run a test order when supplied with the Government Furnished Materials as described within these specifications. There will no cost to the Government for this test. In the opinion of the Contracting Officer, if the pre-award test ordered, does not equal to or is better than the Specified Standards found in the **QUALITY ASSURANCE LEVELS AND STANDARDS**, the contractor may be declared non-responsible.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 60 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from June 1, 2004, through May 31, 2005. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders, which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of black and color copying of flat forms requiring such operations as disassembling - reassembling of camera copy, copying, indexing, load file creation, OCR scanning, scanning to CD-ROM, binding, packing and delivery.

TITLE: Litigation Copying and Scanning to CD-ROM.

FREQUENCY OF ORDERS: Approximately 56 orders per year.

Approximately 85% will be in format "A".

Approximately 15% will be in format "B".

PAGES: Approximately 2,900 pages per order, with a yearly total average of 162,400 pages. Some orders may be as large as 22,000 pages. **Over-sized:** Approximately 550 black and 40 colored for a yearly total of 590. The average square footage per over sized page is 6 square feet.

QUANTITY: The following percentages represents their active as they relate to the yearly total number of page.

55% copied.

8% blow-backs from CD-ROM.

55% scanned to CD-ROM.

19% biographically coded

60% bate stamped or equal.

45% OCR scanned.

TRIM SIZES: Trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": Up to and including 8-1/2 x 11"

Format "B": Over 8-1/2 x 11" up to and including 11 x 17".

Over sized: Over 11 x 17" up to and including 40 x 45".

Compact disk: 4.72" in diameter.

GOVERNMENT TO FURNISH:

Camera copy consisting of text pages and line art. The documents may require the removal and replacement of staples, paper clips, rubber-band and odd-size documents.

CD's to be copied.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

WARNING: All electronic media provided by the Government, or and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Disks are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

DISK MANUFACTURING: CD-ROM Disks produced under this contract shall be in conformance with ISO 10149 CD-ROM Standards. Disk are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer. CD's will be labeled with a title and content.

METALIZING: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disk.

Those orders requiring litigation style copying and/or scanning will be graded as follows:

Auto-Feed: The documents will run successfully through a feeding-shoot.

Glass-Work: The documents will require the removal of staples, paper clips, rubber-band and odd-size documents. These documents will require placement by hand of the documents on the copy-glass.

COPYING: Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for black and all color images. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and black copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product. Approximately 97% will copy in black and 3% in color. The color pages will normally be scattered though out.

The contractor must be able to copy on standard non-Mylared tabbed dividers, one side only, tabs and/or body.

OCR SCANNING: The contractor will be required to produce a raster file, no color scans required. Scans will be scanned at level two, the resolution for files intended for OCR application will be bi-level, normally at 300 dpi.

Zoning: Complex formatting such as, cross-column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc., may require text blocks to be delineated so that OCR can interpret the arrangement properly. Drawings will be scanned at a suitable dpi, normally with a PDF file extension.

Post OCR Processing: The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s). The resulting optical character recognition output must have an accuracy rate of 98% and will be burned to compact disc read-only with a PDF or TIFF extension.

SCANNING: All scanned images must be low resolution TIFF or PDF files. All blank scanned pages will be removed prior to burning CD. When required, images burned to CD must be indexed with a computer generated non-repeating sequential number and/or non-repeating sequential alpha-numeric. An image management system will be required on all CD's produced.

IMAGE MANAGEMENT SYSTEM: A load-file with data-normalization, must be created and included on every CD created. The name of each file must be the same as it's index number. An image viewing system (a viewer) that is able to use the index number to retrieve that image for viewing must be installed on each CD. The viewer must be compatible with standard litigation support software, similar to but not limited to Summation; Concordance or Litigator's Notebook. The viewer must compatible with IBM or Macintosh platforms.

Bibliographic coding for the purpose of this contract will be defined as verbiage in and along the peripheral boundaries of the documents main text. This will include, but not limited to: headers, footers, fax channel date lines, date stamping, old bates numbers, bates stamping on the original(s), marginalia, signature lines, to/from and cc lines, subject lines, titles, authors, dates and purchase orders numbers.

Standards for document boundaries will be based on a 1:5 ratio. Either "Standard Document Determination" or "Logical Document Determination" will be indicated on the Print Order.

Second-pass verification will be required on all orders, and is defined as a visual comparison to verify that 100% of the document(s) were captured in scanning.

PROOFS: None required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February, 1999. <http://www.access.gpo.gov/qualitycontrol/paperspecs/index.html> . The above link will enable viewing of the most current versions of the a fore mentioned document.

White Bond, basis size 17 x 22", 20 lbs. per 500 sheets, must be equal to JCP Code G10.

White standard tabbed dividers, trim size is 8-1/2 x 11" plus 1/2" tab, for an over all trim size of 9 x 11". Tabbed dividers will be standard "off the self" tab cuts. Approximately 2 orders with 45 tabs per order.

MARGINS: Adequate gripper margins.

BINDING: The contractor will be required to disassemble and reassemble in like fashion of Government furnished material provided. This could include: stapling, paper clipping, rubber banding, drilling, and collating sets.

BATES NUMBERING: Bates stamping or equal; sequentially stamp each page. Stamping may require an alpha-numeric prefix or suffix up to 12 characters . Paper-sets, may require bates-numbering to match the computer indexing.

THREE RING BINDERS: Black or white vinyl covering and clear vinyl pockets shall be electronically/dialectically heat sealed over No. 1 quality binders boards, .10" thick, (+/- 0.025") forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. The metal backbone to be securely riveted to the metal loose-leaf element with no free play, by not less than two metal rivets. Metal loose-leaf element on three ring binders must be a locking slant "D" ring element with 3" capacity, spaced 4-1/4" center to center equipped with opening and closing levers at each end. Metal element must be of standard weight and thickness and machine finished, no rough edges. Opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free play. All exposed metal parts shall be nickel plated and corrosion resistant.

The contractor when required, will reproduce front and spine covers on white 110 lbs. Index and insert into the outside covers of the binders. Reproduce tabbed dividers, collate with text pages and insert onto the rings of the three ring binder. **The collating and inserting of the text and tabbed dividers onto the rings of the 3-ring binders will be at no additional cost to the Government.**

Comb binding: Collate, punch and insert a suitable plastic comb with or without a two piece cover.

Spiral binding: Collate, punch and insert a suitable spiral binding with or without a two piece cover.

Drill up to three holes 4-1/4" center to center on the left binding edge. Holes to be 1/4" to 3/8" in diameter. **Drilling when required will be at no additional cost the to Government.**

PACKING: Suitable.

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination:

U.S. Department of Interior
BLM
1387 S. Vinnell Way
Boise, ID 83709

Upon completion of each order, all originals must be returned to the ordering Department. All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the ordering agency or as requested by the ordering agency.

Orders will require from 1 day to 2 weeks, for complete production and delivery from the time the ordering department notifies the contractor that Government furnished materials are available for pick up.

The contractor must be assessable 7 days and 24 hours a day for pick-up, production and delivery.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1) Format "A"	(2) Format "B"
I. (a) (1)	44,187	7,798
(2)	29,458	5,198
(3)	1,815	
(b) (1)	11,043	1,949
(2)	145	
(c) (1)	1,367	241
(2)	911	161
(3)	132	
(d) (1)	331	58
(2)	11	
II. (a)(1)	44,187	7,798
(2)	29,458	5,198
(3)	1,815	
(b)(1)	1,367	241
(2)	911	161
(3)	132	
(c)(1)	60,254	10,633
(2)	1,485	
(d)	30,856	
(e) (1)	22,736	
(2)	9,744	
(f)	78	
III. (a)	7	
(b)	20	
(c)	28	
(d)	12	
(e)	974	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item will be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

I. COPYING/BLOW-BACKS, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete disassemble, reassemble, stock, copying, those binding functions not listed under III. ADDITIONAL OPERATIONS, collating, packing and distribution of the products listed in accordance with these specifications. Stock prices must be included in the run cost:

		Format A	Format B
		(1)	(2)
(a) Black copying , per impression from originals	(1) Auto-Feed	\$_____	\$_____.
	(2) Glass-Work	\$_____	\$_____.
	(3) Over-sized copy, cost per square foot.	\$_____.	
(b)	(1) Black blow-backs from CD-ROM	\$_____	\$_____.
	(2) Over sized blow-backs from CD-ROM Cost per square foot.	\$_____.	
		Format A	Format B
		(1)	(2)
(c) Colored copying , per impression from originals	(1) Auto-Feed	\$_____	\$_____.
	(2) Glass-Work	\$_____	\$_____.
	(3) Over-sized copy, cost per square foot.	\$_____.	
(d)	(1) Colored blow-backs from CD-ROM	\$_____	\$_____.
	(2) Over sized blow-backs from CD-ROM Cost per square foot.	\$_____.	

Initials

II. CD-ROM PRODUCTION:

- (a) Black:** Low resolution TIFF or PDF scans burned to CD. The cost must include scanning of the original document computer indexing, second pass verification, creating a load file and provide a viewer. Cost per scan.

**Format A
(1)**

**Format B
(2)**

(1) Auto-Feed

\$_____

\$_____.

(2) Glass-Work

\$_____

\$_____.

(3) Over-sized scanning, cost per square foot.

\$_____.

- (b) Color:** Low resolution TIFF or PDF scans burned to CD. The cost must include scanning of the original document computer indexing, second pass verification, creating a load file and provide a viewer. Cost per scan.

**Format A
(1)**

**Format B
(2)**

(1) Auto-Feed

\$_____

\$_____.

(2) Glass-Work

\$_____

\$_____.

(3) Over-sized scanning, cost per square foot.

\$_____.

- (c) (1)** OCR scans will be produced at 300 dpi. The cost will be in addition to the cost on line items I. (a) & (b) and II. (a). Cost per OCR scan.

\$_____

\$_____.

(2) Over-sized OCR scanning, cost per square foot.

\$_____.

- (d)** Bibliographic coding, up to 30 key-strokes per field.

\$_____.

- (e)** Standards for document boundaries must show the placement of paper clips, staples, dividers and etc. as defined by the two methods below.

(1) Standard Document Determination, per 100 boundaries.

\$_____.

(2) Logical Document Determination, per 100 boundaries.

\$_____.

- (f)** Copying of indexed CD. These will include those CD's manufactured under the term of this contract and other like CD's provided by the agency. Cost must include a standard, single clear plastic jewel case and blank CD disk, cost per set.

\$_____.

Initials

(Telephone Number)